

## St. Thomas More School PTO Request For Reimbursement



<b>Date:</b>	
<b>Name:</b>	
<b>Payable To:</b>	
<b>Address:</b>	
<b>Phone:</b>	

\* Mailing address or Kid's Mail

Date	Expense Category	Description**	Amount
<b>Total:</b>			\$ -

Signatures & Approvals	
<b>Requester's Signature:</b>	<b>Treasurer's Approval:</b>
<b>President's Approval:</b>	<b>Principal's Approval:</b>

Expense Categories	
Artist in Residence	Miscellaneous
Auction	Parent Involvement
Catholic Schools Week	PTO Hospitality
Chick-Fil-A	PTO Operating Expenses
Christmas Sale	Sally Foster
Cultural Arts	Science and Math Materials
Curriculum Enhancements	SCRIP
Field Day	Software/Computer Lab
Golf Tournament	Teacher Appreciation
Graduation Kindergarten and 8th Grade	Teacher Christmas
Guidance	Teacher Classroom
Gymnasium	Teacher Tuition
Magazine Sales	Workday

\*\* Description Example: Prizes purchased for Sally Foster Raffle

Submit form and supporting receipts to PTO Treasurer, Melissa Egan, 404-377-8646, c/o Erin 3-B